

July 2004

INFORMATION REGARDING STATE EMPLOYEE TRAVEL REIMBURSEMENT

This memorandum provides information on state employee travel reimbursement, including information on changes in meals, lodging, and mileage reimbursements.

MEALS AND LODGING

North Dakota Century Code (NDCC) Section 44-08-44 (Appendix A) provides that state officials and employees may claim reimbursement for meals and lodging while conducting work away from their normal working and living city of residence for all or any part of a day. Reimbursements are provided for each quarter of a day as follows:

Quarter	Allowance	In-State	Out-of-State
6:00 a.m.-12:00 noon ¹	Meal ¹	\$4	20% of GSA ² daily rate
12:00 noon-6:00 p.m.	Meal	\$6	30% of GSA ² daily rate
6:00 p.m.-12:00 midnight	Meal	\$10	50% of GSA ² daily rate
12:00 midnight-6:00 a.m.	Lodging	Actual expenses - Up to \$45 plus any additional state or local taxes for a single room	Actual expenses (single room)

¹An employee or officer may not be reimbursed for the first quarter meal allowance if travel begins after 7:00 a.m.

²General Services Administration (GSA) - The GSA daily rate is specific to each city in the United States and ranges from \$31 to \$51 per day.

The Office of Management and Budget also provides a policy for agencies to follow regarding reimbursement for meals and lodging. The policy (Appendix B) is based on NDCC Section 44-08-04.

In-State Reimbursement

The following table summarizes changes in in-state meals and lodging reimbursement rates from 1935 to 2003:

Year	Quarter 1 6:00 a.m.-12:00 noon	Quarter 2 12:00 noon-6:00 p.m.	Quarter 3 6:00 p.m.-12:00 midnight	Quarter 4 12:00 midnight-6:00 a.m.
1935 ¹				
1943 ²				
1949 ³				
1957 ⁴				
1959 ⁵				
1965 ⁶	\$1.25	\$1.50	\$2.50	\$6.75
1969 ⁶	\$1.25	\$1.75	\$3.00	\$9.00
1971 ⁶	\$1.50	\$2.00	\$3.50	\$11.00
1975 ⁶	\$2.25	\$2.75	\$5.00	\$16.00
1979 ⁶	\$2.75	\$3.75	\$6.50	\$20.00
1981 ⁶	\$3.50	\$5.00	\$8.50	\$25.00
1983 ⁶	\$3.50	\$5.00	\$8.50	\$30.00
1985 ⁶	\$3.50	\$5.00	\$8.50	\$35.00
1995 ⁷	\$4.00	\$6.00	\$10.00	\$35.00
1997 ⁷	\$4.00	\$6.00	\$10.00	\$39.00
1999 ⁷	\$4.00	\$6.00	\$10.00	\$42.00
2001 ⁷	\$4.00	\$6.00	\$10.00	\$45.00
2003 ⁷	\$4.00	\$6.00	\$10.00	\$45.00

¹State officials and employees may claim reimbursement for actual expenses incurred for meals and lodging while conducting work in state not to exceed \$4 per day.

²State officials and employees may claim reimbursement for actual expenses incurred for meals and lodging while conducting work in state not to exceed \$5 per day.

³State officials and employees may claim reimbursement for actual expenses incurred for meals not to exceed \$4 per day and actual expenses for lodging not to exceed \$4 per day.

⁴State officials and employees may claim reimbursement for actual expenses incurred for meals not to exceed \$8 per day and may claim reimbursement for actual expenses incurred for lodging.

⁵State officials and employees may claim reimbursement for actual expenses incurred for meals not to exceed \$10 per day and may claim reimbursement for actual expenses incurred for lodging.

⁶From 1965 to 1995 the head of any department, institution, or agency of the state had authority to set a rate for such expenses less than the statutory rate.

⁷The reimbursement for the fourth quarter includes reimbursement for any additional applicable state or local taxes.

Out-of-State Reimbursement

The following table summarizes changes in out-of-state meals and lodging reimbursement rates from 1935 to 2003:

Year	Meals Reimbursement Rates	Lodging Reimbursement Rates
1935 ¹		
1943 ²		
1949	\$6	Actual expenses
1965 ³	\$8	Actual expenses
1975 ³	\$15	Actual expenses
1979 ³	\$18	Actual expenses
1981 ³	\$23	Actual expenses
1985 ³	\$30	Actual expenses
1987 ^{3, 4}	\$30	Actual expenses
1993 ^{3, 5}	Varies	Actual expenses
2003 ⁵	Varies	Actual expenses

¹State officials and employees may claim reimbursement for actual expenses incurred for meals and lodging while conducting work out of the state not to exceed \$6 per day.

²State officials and employees may claim reimbursement for actual expenses incurred for meals and lodging while conducting work out of the state not to exceed \$7 per day.

³From 1965 to 1995 the head of any department, institution, or agency of the state had authority to set a rate for such expenses less than the statutory rate.

⁴State officials and employees may claim reimbursement for meals while conducting work out of the state for each quarter of the day as follows:

Quarter	Rates
First quarter - 6:00 a.m.-12:00 noon	\$6
Second quarter - 12:00 noon-6:00 p.m.	\$9
Third quarter - 6:00 p.m.-12:00 midnight	\$15

⁵State officials and employees may claim reimbursement for meals at the per diem meals rate in the city for which a claim is made on that day as established by rule for federal employees by the GSA. The per diem meals rate is allocated 20 percent to the first quarter, 30 percent to the second quarter, and 50 percent to the third quarter. As of July 2004, the GSA daily rate ranges from \$31 to \$51.

MILEAGE

North Dakota Century Code Section 54-06-09 (Appendix C) provides that unless an exemption is provided, a state employee or officer, when required to travel by motor vehicle or truck in performance of an official duty, use a state-owned vehicle whenever possible. When a personal motor vehicle is used, the section provides for a mileage reimbursement of 31 cents per mile actually and necessarily traveled by motor vehicle in the performance of the official duty and a mileage reimbursement of 27 cents per mile traveled by truck, if the use of a truck is required by the employing entity. If a state employee engages in travel in a motor vehicle exceeding any geographical point 300 miles beyond the borders of the state, reimbursement is limited to 18 cents per mile for miles driven in excess of 600 miles of round trip, out-of-state travel. Also, state employees permanently located outside the state or on assignments outside the state for an indefinite period of time, exceeding at least 30 consecutive days, are allowed

reimbursement of 31 cents per mile for each mile actually and necessarily traveled by motor vehicle in the performance of official duty.

The Office of Management and Budget also provides a policy for agencies to follow regarding use of a personal motor vehicle. The policy (Appendix D) is based on NDCC Section 54-06-09.

The following table summarizes changes in mileage reimbursement rates from 1933 to 2001:

Year	Mileage Reimbursement Rates
1933	7 cents per mile traveled within the state
1937	5 cents per mile traveled within the state
1949	7.5 cents per mile traveled within the state
1959	8.5 cents per mile traveled within the state
1965	8.5 cents per mile traveled except if travel exceeds any geographical point 150 miles beyond the borders of the state, the reimbursement is limited to 6.5 cents per mile for the out-of-state portion of the travel
1969	9 cents per mile traveled except if travel exceeds any geographical point 150 miles beyond the borders of the state, the reimbursement is limited to 7 cents per mile for the out-of-state portion of the travel
1971	10 cents per mile traveled except if travel exceeds any geographical point 150 miles beyond the borders of the state, the reimbursement is limited to 7 cents per mile for the out-of-state portion of the travel
1973 ¹	12 cents per mile traveled except if travel exceeds any geographical point 150 miles beyond the borders of the state, the reimbursement is limited to 7 cents per mile for the out-of-state portion of the travel
1975 ²	15 cents per mile traveled except if travel exceeds any geographical point 150 miles beyond the borders of the state, the reimbursement is limited to 11 cents per mile for the out-of-state portion of the travel
1979 ³	20 cents per mile traveled except if travel exceeds any geographical point 150 miles beyond the borders of the state, the reimbursement is limited to 14 cents per mile for the out-of-state portion of the travel
1981 ⁴	25 cents per mile traveled except if travel exceeds any geographical point 150 miles beyond the borders of the state, the reimbursement is limited to 18 cents per mile for the out-of-state portion of the travel
1983	20 cents per mile traveled except if travel exceeds any geographical point 150 miles beyond the borders of the state, the reimbursement is limited to 18 cents per mile for the out-of-state portion of the travel
1985	20 cents per mile traveled by motor vehicle and 27 cents per mile traveled by truck except if the travel by motor vehicle exceeds any geographical point 150 miles beyond the borders of the state, the reimbursement is limited to 18 cents per mile for the out-of-state portion of the travel
1995	25 cents per mile traveled by motor vehicle and 27 cents per mile traveled by truck except if the travel by motor vehicle exceeds any geographical point 150 miles beyond the borders of the state, the reimbursement is limited to 18 cents per mile for the out-of-state portion of the travel
2001	31 cents per mile traveled by motor vehicle and 27 cents per mile traveled by truck except if the travel by motor vehicle exceeds any geographical point 300 miles beyond the borders of the state, the reimbursement is limited to 18 cents per mile for the out-of-state portion of the travel beyond the first 600 miles of round trip out-of-state travel
¹ The head of any department, institution, or agency of the state had authority to set a rate of no less than 10 cents per mile and no more than 12 cents per mile when travel is by motor vehicle.	
² The head of any department, institution, or agency of the state had authority to set a rate of no less than 12 cents per mile and no more than 15 cents per mile when travel is by motor vehicle.	
³ The head of any department, institution, or agency of the state had authority to set a rate of no less than 15 cents per mile and no more than 20 cents per mile when travel is by motor vehicle.	
⁴ The head of any department, institution, or agency of the state had authority to set a rate of no less than 20 cents per mile and no more than 25 cents per mile when travel is by motor vehicle.	